

The Bentley Cropping Systems Fellowship Checklist

Deadline to apply: October 1, 2014

Please note: Only online applications are accepted.

HOW TO APPLY

Use the link on the [Competitions page](#) to access the online application system and submit a complete application, including **ALL** requested documents by **4:00 pm EST October 1, 2014**. Incomplete and late applications will NOT be considered.

**List of documents to upload with your application by the deadline.
Please ensure all scanned documents are readable when opened
(legible from top to bottom).**

1) Research Proposal

Proposals must be 20-25 pages, double-spaced, in 12 point font (not inclusive of bibliography) and address **ALL** of the following items, presented in separate headings:

- Abstract of research proposal (max. 250 words)
- Literature review
- Research question(s)
- Research objective
- Methodology
- Tentative schedule of field activities
- Ethical considerations
- Gender implications
- Expected results
- Potential use of results
- Possible beneficiaries of the research
- Dissemination plan for results

2) Letter of Affiliation

Must be signed and on official letterhead from an institution/organization confirming affiliation. This must be a legally recognized institution in the country of research with whom you will be affiliated. This letter must endorse the proposal, confirm the locale of work, and outline the types of institutional support that will be provided to the applicant. It must specifically include details of transportation arrangements to experimental plots. The applicant's host research institution will be expected to certify that the research protocol has been reviewed by a qualified statistician and that it meets an internationally high standard, in terms of experimental and survey designs.

Applicants are encouraged to contact member institutions of the Consultative Group on International Agricultural Research ([CGIAR](#)) to explore the possibility of conducting their research in conjunction with one of its member institutions.

3) Review by a Qualified Statistician

A statistician must provide a review of your research proposal.

4) Letter of Approval from Research Supervisor

Must be on official university letterhead, be signed by your research supervisor, and contain the following items:

- Approval of the final version of the research proposal by your research supervisor
- List of courses completed and to be completed in the program
- Confirmation that all your course work will be completed and comprehensive/oral exams passed before the award commences
- Confirmation that you have been “fast-tracked” from one program to another, if applicable.

For examples, click on Template of letter of approval by research supervisor in the [Competitions page](#).

5) Official Transcripts

a) Scanned versions of original or notarized/certified transcripts from your most recent completed degree **AND** of your current program, even if not completed. (Note: Web transcripts or Academic History are not recognized as official transcripts.)

OR

If you are a citizen of a developing country and cannot send the requested documents, please provide:

b) A signed letter on official letterhead from the university confirming the degree and the marks obtained.

6) Proof of Citizenship/Permanent Residency

Scanned versions of the following documents are accepted: current passport, birth certificate, and Canadian Permanent Resident Card

7) Application form to be filled online (includes the budget)**8) Two references to be filled online**

As part of the application, you must provide names and contact information of two university professors (one must be your research supervisor). Once done, these contacts will automatically receive an e-mail notification with instructions on how to complete an online reference form. You will be able to see when they have completed the forms but not the content. It is your responsibility to ensure this is done before the deadline.

We recommend that you notify your references of this process well in advance of the deadline. You will NOT be able to submit your application if the reference forms have not been completed.

Important Information for Reapplicants

a) If you were unsuccessful in the selection process of a previous competition and you wish to reapply for the same award, you **MUST** contact us by email at awards@idrc.ca before reapplying, to obtain the evaluators’ comments. The new version of your research proposal must reflect the evaluators’ comments. Candidates must ensure they request the comments early enough to incorporate them in their revised research proposal.

b) In the application form, explain the changes made to the research proposal since your first application and indicate where to find them.

c) As a reapplicant, you must submit a new, complete application with a new letter from your research supervisor approving the revised version of your research proposal (see item 4).